

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Credit Cards

Policy:

Credit card procedures will be followed as outlined in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

Procedure:

1. Credit cards will only be used for authorized agency business.
2. Inappropriate use of credit card by any employee will result in disciplinary action, which could include termination.
3. The Head Start/Early Head Start Director or designee, with the approval of the Executive Director, will issue credit cards to authorized users as determined.
4. Receipt of credit card will be verified by user signature on an Authorized User Form.
5. The user will turn in receipts attached to a Visa Card voucher on a weekly basis to the Head Start/Early Head Start Director or designee.
6. Vouchers will be verified with receipts, coded, and will be reconciled with the credit card statement monthly and submitted to the bookkeeping department by the Administrative Assistant or designee.
7. The bookkeeping department will pay the balance in full each month so as not to accrue any interest or late payment charges.